

Head Office/ General Administration Wing

Annexure I

NOTICE

Sub-Courier agency- New service contract with us-Inviting quotes- -Reg:

Bank invites fresh quote from reputed courier agency for rendering courier services to our various offices /branches for a period of two years commencing from 01-04-2024 to 31-03-2026. Interested courier agencies may submit their quote along with the details of the firm in closed cover to the below mentioned address on or before 19-02-2024 before 5 pm subject to the following conditions:

- 1.An agreement in this regard shall have to be executed between the Bank and your Courier service agency. Draft copy of agreement shall be sent to successful agency on confirmation of quote.Courier agency should have valid GST registration.
- 2.Successful agency shall have to deposit an amount of Rs.50,000/-(Rupees Fifty Thousand only) with our Bank towards the security amount for 3 years period for the due performance of the contract which shall be refunded to you after expiry of the contract period or at time of cessation of the contract period if everything is in order.
3. The arrangement is for the services effective for 2 years. However the Bank may for any reasons whatsoever discontinue/terminate the contract by issuing a notice of 7 days to you. If the highest bidder is ready to match fix the rate with L1 quote then they will also be considered for rendering their service to selected centers purely at the discretion of bank.
- 4.Delivery time: Within 24 hours to branches/offices/other addressees within Kerala and 48 hours to other states.
- 5.The rate quoted by you should be final and there will not be any revision / hike on the rate under any circumstances during the contract period.
- 6.Selection will be based on rate quoted and frequency of service provided.
- 7.Date of opening of quote will be intimated in due course.

Malappuram
12-02-2024

General Manager

Annexure II Quote Format

1	Name and Address of the Firm	
2	Constitution (Tick whichever applicable)	Proprietorship/Partnership/ Private Limited Co./Public Limited Company
3	Name,Contact Number and E-mail ID for communication	
4	Year of Establishment	
5	Details of Existing clients	1. 2. 3. 4.
6	No. of branches in Kerala	
7	GST Number*	
8	PAN Number*	

*Enclose copies of GST Registration Certificate & PAN

8.Gist of Financial position of the firm for the past 3 years*

	31.03.2021	31.03.2022	31.03.2023
Turnover for the year			
Profit/Loss			

*Enclose copies of Balance Sheet,P&L

9.Frequency of providing service(Branch List in Annexure III- Separate Excel File)

a	No of daily operating branches	
b	No of branches operating weekly thrice	
c	No of branches operating weekly twice	
	Total	634 branches +12 Regional offices

10.Any other relevant details

a	
b	
c	
d	
e	
f	

10.We quote the following rates

Quote format

Destination	Up to 250 grms (Rs)	Up to 500 grms (Rs)	501-1000 grams	For Every additional 500 grms or part thereof	Applicable GST rate %
<u>1)Letters</u>					
Within Kerala					
In South India					
In North India					
<u>2)For parcels</u>					
Within Kerala					
In South India					
In North India					

Place:

Date:

Name and signature of Authorized person of the agency/firm

Office seal

Submit the quote with the credentials in sealed envelope super scribed "**Quotation for courier service contract**" so as to reach the below address on or before 19/02/2024.

The General Manager

General Administration Wing

Kerala Gramin Bank,Head Office

A.K Road,Malappuram-676505;Phone-(0483-2733507;9400999015;9400999066)